

# City of Milpitas Building Inspection Division

455 E. Calaveras Blvd., Milpitas, CA 95035  
Telephone: 408-586-3240 • Fax: 408-586-3285

## Residential Over-the-Counter Building Permit

**F**or your convenience, the City provides an Over-the-Counter Plan Check and Permit Issuance service for qualifying projects. The hours for this express service are:

<b>Monday, Tuesday, Thursday, and Friday</b>	<b>8:30 – 11:30 A.M.</b>
<b>Wednesday</b>	<b>9:30 – 11:30 A.M.</b>

Here is how the process works:

- The Building Inspection Division counter staff will screen your plans to determine whether they are complete and qualify for the Over-the-Counter service. Please refer to the Building Division's separate handouts for specific plan check submittal requirements.
- Clearance review required by the Planning and Engineering Divisions and the Fire Department will be made during the plan check processing subject to the restrictions noted below.
- Upon satisfaction of the above criteria and payment of fees, the permit will be issued.

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### The following criteria will be used to qualify for Over-the-Counter Residential Plan Check and Permit Issuance.

#### A. Types of Eligible Permit Applications. Does one or more of the following describe your project?

- ☐ **Addition.** Single story room addition not to exceed 600 square feet.
- ☐ **Interior Work.** Interior modifications without structural changes.
- ☐ **Garage Conversion.** Change the garage to living space.
- ☐ **Outdoor Spas.** Electrical pre-site inspection is required.
- ☐ **Patio Enclosures** (non-hillside lots only)
- ☐ **Patio Covers and Trellis**
- ☐ **New Roof Framing Over Existing Roof** (without major structural work)

#### B. Restrictions. Does your project comply with *each* of the following?

- ☐ Certain hillside construction requiring City Council and Planning Commission approvals are not eligible. Once action has been taken by the City Council and/or Planning Commission, the project may become eligible.
- ☐ The application does not require any special Planning, Engineering, or Fire Department process.

**If you have any questions, please ask our Counter staff  
or call the Building Division at 408-586-3240.**